

Education and Outreach Programs Manager

About WNY PRISM

The Western New York Partnership for Regional Invasive Species Management (WNY PRISM) is one of eight regional partnerships within New York State created to address the threat of invasive species and prevent or minimize the harm they cause to the environment, economy, and human health. Our goal is to improve, restore, and protect local aquatic and terrestrial resources by improving the effectiveness of invasive species management efforts and increasing awareness of invasive species issues throughout the 8-county region. WNY PRISM runs many programs that support our core functions: Partner/Network Coordination, Information Management, Education and Outreach, Prevention, Early Detection and Rapid Response, Management and Habitat Restoration. WNY PRISM is expanding current Education, Outreach and Citizen Science efforts. For more information about WNY PRISM and our programming, please visit www.wnyprism.org. Funding for WNY PRISM is provided by the Environmental Protection Fund through a contract with the NYS Department of Environmental Conservation. WNY PRISM is a sponsored program of the Research Foundation for Buffalo State and is hosted by the Great Lakes Center.



Position Description

The Education and Outreach Programs Manager will work to create and disseminate WNY PRISM education and outreach materials in consultation with the Aquatic and Terrestrial IS Managers. The Programs Manager will update website content and calendars and develop maps of IS distributions. The Programs Manager will be responsible for all aspects of E&O for WNY PRISM including workshop presentations, tabling events, and seminar attendance, and responsibilities will further include the hiring and supervision of a seasonal Education and Outreach Assistant. This position will initiate creation of a Citizen Science invasive species monitoring program. The expectation is that development and dissemination of E&O materials and web and social media content will be the primary focus of the E&O Manager during the early stages of this program and that in subsequent years the citizen science initiative will be developed. The Programs Manager will be technically competent in iMapInvasives and ArcGIS. The selected individual will report directly to the WNY PRISM Coordinator.

Primary Responsibilities

- Create and disseminate WNY PRISM invasive species outreach and education materials
- Create and conduct invasive species educational workshops
- Create and maintain web site information and calendars of activities
- Attend outreach events to table with invasive species materials and recruit volunteers
- Present talks or workshops to appropriate organizations to educate about invasive species
- Maintain accurate records of attendance, contact information, and assignments and their status
- Write and disseminate quarterly electronic newsletter to volunteers and partners
- Represent WNY PRISM as part of various working groups and at organizational planning meetings
- Represent WNY PRISM at public meetings, conferences and community events
- Assist with creation of a Citizen Science IS detection and monitoring program
- Work and communicate with WNY PRISM Terrestrial and Aquatic Invasive Species Managers on shared projects
- Maintain regular communication with WNY PRISM Coordinator including bi-weekly meetings
- Provide quarterly program updates/reports to WNY PRISM Coordinator
- Maintain detailed and organized records

Additional Responsibilities

- Seek to develop new initiatives to coordinate with partners
- Assist WNY PRISM Invasive Species Management Crew and partners with invasive species removal efforts
- Assist with WNY PRISM administrative duties and general office operations
- Assist with WNY PRISM grant and contract reporting requirements

Qualifications

- Undergraduate Degree required, Master's Degree preferred (Ecology, Biology, Natural Resources or similar)
- A minimum 3-years related professional experience required
- Experience with social media
- Demonstrated experience with web page design and maintenance
- Success with outreach program development and coordination
- Demonstrated experience hiring and supervising staff
- Strong knowledge of invasive species, invasive species ecology and management
- Experience with grant management
- Strong writing and communication skills
- Ability to present scientific information to a wide variety of audiences
- Experience developing outreach materials
- Evidence of good time management skills and organization
- Ability to work well both independently and in a collaborative setting
- Proficiency with Microsoft Office Programs (Word, Excel, PowerPoint, etc.)
- Professional experience with ArcGIS technology and programs

Job Details

This is a full-time, permanent position with current funding expected to continue through December 31, 2023. Position is based out of the WNY PRISM Office in Buffalo, NY. Desired start date is early January, 2019. Weekend hours will be required. Some evening and overnight travel, as well as use of personal vehicles, will also be required. Employee will be reimbursed for work related travel when using personal vehicle at the federally approved rate (\$0.545/mile).

To Apply

Please see full job description and apply online at: <https://www.rfhiring.com/jobs.asp>

The deadline for applications is Monday, November 26, 2018. Please follow all application directions, failure to do so may disqualify you from the position. Please provide cover letter, resume, and 3 professional references as a single attachment. Questions about this position may be directed to Andrea Locke, WNY PRISM Coordinator (lockeas@buffalostate.edu). No phone calls, please.